
Permit Application Instructions

for Wisconsin Pollutant Discharge Elimination System (WPDES) Permits

Rev. 10-2002

To apply for a WPDES permit you will need to compile an application package consisting of five parts, as described in the following instructions. The materials you submit must fully describe each of the required areas before processing of your permit application will begin. You must submit your fully completed application at least twelve months before reaching 1,000 animal units (use the Form 3400-25A worksheet to calculate your number of animal units). To eliminate delays we recommend that you begin working with your regional DNR representative to fill out the permit application well before you expect to submit it. Remember, state law requires that you obtain a WPDES permit before your operation reaches 1,000 animal units.

NOTE: Throughout this application, when you provide site or facility information (site maps, number of animal units, manure generated, etc.), be sure to include information from satellite (off-site) or contract farms if:

- 1) there is common ownership of animals or land at the satellite/contract farm, **and either**
- 2a) the main farm and satellite/contract farm(s) are adjacent, **or**
- 2b) the main farm and satellite/contract farm(s) utilize some of the same fields for land application or if they have a common manure management or storage system.

You will need to assemble the following five parts required for a complete application:

- PART 1: General Operation Items (including enclosed Forms 3400-25 and 3400-25A)**
- PART 2: Environmental Analysis Questionnaire (enclosed)**
- PART 3: Manure Management Plan**
- PART 4: Plans and Specifications and Beginning Construction**
- PART 5: Post Construction Documentation**

Early in your application process, your regional DNR representative will make a site visit to further explain the process and answer any questions you may have. When you begin compiling your application materials, contact your regional representative to schedule your site visit (see the map attached to the cover letter for contact information).

PART 1: General Operation Items

Submit the following information concerning the general layout and operation of your livestock operation (if animals are housed at more than one location, provide the following for each site):

1. The location of your existing or proposed site on plat maps, aerial photographs, and soil survey maps.
2. Scaled drawing(s) of existing and proposed:
 - animal housing
 - waste storage facilities
 - loafing or outside lot areas
 - feed storage structures
 - raw material storage
 - runoff controls
 - water supply wells
 - groundwater monitoring wells
 - permanent spray irrigation or other landspreading systems
3. Written descriptions of each of the above structures.
4. A completed Form 3400-25 (Livestock/Poultry Operation WPDES Permit Application) and Form 3400-25A (Animal Unit Calculation Worksheet) showing your current and future animal units and the dates you expect to expand.
5. A narrative containing background information on your operation as it exists and how it will function

after the planned construction/expansion.

PART 2: Environmental Analysis Questionnaire

The information you provide in the Environmental Analysis Questionnaire (enclosed) will be used by the Department to complete an Environmental Analysis. The Environmental Analysis will then be used to determine if a more detailed Environmental Impact Statement is needed. Once the Environmental Analysis is drafted, Department staff will prepare a press release or a public notice to obtain comments from the public.

You must fully address each question asked in the Questionnaire. The more complete and accurate the information provided in the questionnaire is, the easier it will be to draft and public notice a thorough Environmental Analysis. It is important that the Environmental Analysis address all the environmental concerns as well as the social and economic impacts the operation will have on the community and the surrounding area. This is an opportunity to address many concerns and questions that the general public may have.

NOTE: The Department may not give final approval for plan and specifications nor issue the WPDES permit until the Environmental Analysis is certified. Therefore, it is to your benefit to supply all information needed for the Environmental Analysis as soon as possible.

PART 3: Manure Management Plan

At the initial site visit, you will receive a standardized six-part folder to use in preparing your Preliminary Manure Management Plan. This preliminary plan must be submitted before processing of your permit can begin. Most items for the Manure Management Plan must be submitted along with the initial application; however, certain items (those indicated with stars below) are to be reported at a later date determined by your permit drafter.

1. Operation Overview and Manure Amounts, Storage, and Handling (if expanding, include projections for next 5 years)
 - Narrative of operation
 - Number of all types of livestock/poultry
 - Bedding type and yearly amounts stored
 - Yearly milk house waste amount stored
 - Projected yearly amounts of manure from all livestock (worksheet)
 - Manure storage information including type, capacity, and length of storage
 - Method, timing and rate of manure application
 - Total N crop needs
 - Total P crop needs
 - Total N produced (worksheet provided, include legume credit)
 - Total P produced (worksheet provided)
2. Site information
 - Diagram of operation (show location of barns, lots, storage facilities, milkhouse, wells, surface water)
 - Flow chart diagram detailing manure transfer from animal to field (include annual quantities)
3. Maps (For each map, indicate boundaries and identification numbers for all proposed landspreading fields)
 - Plat maps for all lands manure will be applied to (include county index page and township page)
 - Streams and other surface water (from USGS topo or soil map)
 - Soil survey maps – soil types and slopes
 - Field boundaries with labels and acreage
 - Prohibition areas (restricted due to water quality concerns such as slopes, water supply wells, waterways, lakes, ponds, etc.)

4. Nutrient Plan (if expanding, include projections for next 5 years)
 - Nutrient Management Plan Crop Recommendations (worksheet provided)
 - Field Information for 590 Nutrient Management Planning (worksheet provided)
 - Existing and planned crop rotation on fields where landspreading will occur
 - Soil loss worksheet (from Land Conservation Department or NRCS)
 - Note hazard/prohibition areas; estimate acreage effected; discuss management for fields containing prohibition areas
 - Projected yearly amounts of manure to be land applied (from worksheet in Section 1), and method of application. Also indicate any additional wastes to be landspread such as whey, municipal sludge, etc.
 - Estimated acreage needed to land apply manure and additional wastes from operation based on anticipated/actual crop rotations, crop need, method of application, and identified hazard/prohibition areas
 - * Soil tests information
 - * Fertilizer application
5. Test Results
 - * Soil test results
 - * Manure analysis
 - * Spreader calibration
 - * Total agronomic N and P
6. Recording and Record Keeping
 - * Daily log sheets
 - * Annual spreading reports

PART 4: Plans and Specifications and Beginning Construction

Regulations require that you submit three copies of plans and specifications for new manure related structures (or systems) or proposed modifications to existing structures. Submit your plans and specifications at least 90 days before the date upon which you plan to begin construction of any “reviewable” project (ch. NR 108.04(2), Wis. Adm. Code). “Reviewable” means any structures or systems over which the Department has approval authority (i.e. manure storage structures, runoff control systems and groundwater monitoring systems). These plans and specifications must be submitted under the signature and the seal of a professional engineer registered in Wisconsin (ch. NR 108.04(2)(c), Wis. Adm. Code).

For reviewable structures, you must receive Department approval of plans and specifications prior to the beginning of construction. Copies of applicable Wisconsin Standards and Wisconsin Construction Specifications are found in the USDA Natural Resources Conservation Service (NRCS) Field Office Technical Guide (FOTG) Section IV. For non-reviewable structures (i.e. housing facilities, milking systems, other buildings), you may proceed with construction before receiving approval for your reviewable structures, but you do so at your own risk. Because operators often find that they wish to make changes to these structures based on the permitting process, the Department strongly recommends refraining from beginning any construction until we have completed an Environmental Analysis and issued an approval of plans and specifications for reviewable structures.

NOTE: Your submittal of final plans and specifications and their subsequent approval is not equivalent to a Department decision to issue a WPDES permit—it's only one part of the process. In addition, approval received under local or county ordinances cannot be substituted for an official Department approval. For all Department approvals of plans and specifications for new construction, you will be required to submit post construction documentation within 60 days of completion.

Proposed Waste Storage Facilities: The following information (at a minimum) shall be included in the plans and specifications for proposed manure storage structure(s):

1. The adequacy of the structure(s) linings to prevent exfiltration of manure contaminants to groundwater.

2. The proximity of bedrock and the water table to the floors of the structure(s) verified through on-site soil test pits or borings.
3. Scaled drawings showing the locations of: the storage facility(s), any surface water, water supply wells, property boundaries, and other pertinent information.
4. The proposed storage facility(s) ability to meet the intent of the performance criteria and specifications outlined in USDA Natural Resources Conservation Service (NRCS) Standard No. 313, Waste Storage Facility (June 2002) contained in Section IV of the Field Office Technical Guide (FOTG).
5. If an earthen facility is proposed, additional soil sampling results as required in NR 243.15(3)(e)1 & 2.
6. A written management analysis, operation and maintenance plan and relevant calculations for the overall system as proposed.

Proposed Runoff Control System(s): Include the following information (at a minimum) in the plans and specifications for your proposed runoff control system(s):

1. The adequacy of the proposed system(s) to control manure runoff generated by a 25 year, 24 hour storm event for this location.
2. Scaled drawings showing the locations of: the proposed runoff control system, any surface water, water supply wells, property boundaries, and other pertinent information.
3. The proximity of bedrock and the water table to the system(s), verified through on-site soil test pits or borings.
4. A full description of the system's components, including any reference to practices specified in the USDA Natural Resources Conservation Service (NRCS), Field Office Technical Guide (FOTG), Section IV.
5. A written management analysis, operation and maintenance plan and relevant calculations for any proposed system

PART 5: Post Construction Documentation

Post construction documentation or an engineering evaluation must be submitted for all existing waste storage facilities and runoff controls that were constructed prior to the date of permit application. At a minimum, include the following information in applicable written reports:

Existing Waste Storage Facilities:

1. The adequacy of the structure(s) linings to prevent exfiltration of manure contaminants to groundwater.
2. The proximity of bedrock and the water table to the floors of the structure(s).
3. Scaled drawings showing the locations of: the storage facility(s), any surface water, water supply wells, property boundaries, and other pertinent information.
4. Any post construction documentation available, including the date and materials of construction.
5. Existing storage facility(s) ability to meet the intent of the performance criteria and specifications outlined in USDA Natural Resources Conservation Service (NRCS) Standard No. 313, Waste Storage Facility (June 2001) contained in Section IV of the Field Office Technical Guide (FOTG).

Existing Runoff Control System(s):

1. The adequacy of the system(s) to control manure runoff generated by a 25 year, 24 hour storm event for this location.
2. Scaled drawings showing the locations of: the runoff control system, any surface water, water supply wells, property boundaries, and other pertinent information.
3. Any post construction documentation available, including the date and materials of construction.
4. A full description of the system's components, including any reference to practices specified in the USDA Natural Resources Conservation Service (NRCS), Field Office Technical Guide (FOTG), Section IV.

NOTE: All Department approvals of plans and specifications for new construction will require you to submit post construction documentation within 60 days of completion.